



Lula Spruill

05/15/03 02:34 PM

To: Gene Wojcik cc: MaryPat Tyson
Subject: Worksheet is Attached - Village of Laurelville



tcquartrev.wp

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Technical Contact Review Worksheet for Progress Reports

1: Project Title: Rehab. Of Public Sanitary Sewage Collection & Treatment Systems		2: Funding Source: Approp Act of 2002	
3: Grantee: Village of Laureville	4: Grant #: XP97579701-0	5: Period of Report: Annual Report	
6: Date Received: 5/10/03	7: Date Due: 5/01/03	8: Date of Review:	
9: Project Officer: Lula Spruill 6-2281	10: Technical Contact: Gene Wojcik 6-0174	11: TC Signature:	

12: Does this report adequately detail activities performed during the period of the report in relation to the workplan objectives? Yes ___ No ___ (Explain the activities and relate to Workplan Objectives): _____

13: Is the grantee making sufficient progress on the grant objective's and actions as outlined in the approved Workplan? Yes ___ No ___ Explain: _____

14: If monitoring has been conducted, is the QAPP being followed? Yes ___ No ___

Does the QAPP need to be revised or has it been? Yes ___ No ___

Explain: _____

15: Any deliverables submitted this reporting period? Yes ___ No ___

Describe: _____

16: Are there any budget issues, i.e., any need for a budget amendment? Yes ___ No ___

Explain: _____

17: Any training and/or travel taken this reporting period? Yes ___ No ___

Is this training and/or travel consistent with the Workplan objectives? Yes ___ No ___

Explain: _____

18: Any equipment purchased during this reporting period? Yes ___ No ___

Is this equipment purchase consistent with the Workplan objectives? Yes ___ No ___

Explain: _____

19: Does the progress report anticipate upcoming activities, actions, and or problems? Yes ___ No ___

Explain: _____

20: Any additional comments? _____

(Please include additional sheets as needed.)

Instruction Sheet for the:

Technical Contact Review Worksheet
for Progress Reports

Project Officer:

- 1) If no project title, leave blank
- 2) Funding Source: List the origin of the grant funds; i.e., CWA 106, CWA 104(b)(3)
- 3) Grantee: Print full name of grantee
- 4) Grant #: Provide full grant number
- 5) Period of Report: i.e, 1st Q - FY'03, Annual Rpt FY03.
- 6) Date Received: Date report received by the agency. PO should fill this in.
- 7) Date Due: Date report was due into the agency. PO should fill this in. #7 along with #6, we should be able to determine if the report was submitted on time. If it is late, additional comment should be made in #20 to explain why.
- 8) Date of Review: date of the Technical Contact review
- 9) Project Officer: Print PO's name
- 10) Technical Contact: Print TC's name

Technical Contact:

11) TC Signature: TC signs here. If done electronically, write in "See E-mail". PO or PM will attach your e-mail to the form when printed and the e-mail will serve as your "signature".

12-19: Provide Yes or No answers, as appropriate and explain your response as best as you can. If the worksheet is done electronically, you can delete all of the lines and just type in your comments unlined. If done by hand, and additional sheets are needed, please include items 1-5 on your continuation pages.

20) Any additional comments? Please provide any other concerns, issues, highlights, etc., covering the reporting period. If report was deficient in any way, please comment on what the grantee needs to do to correct the deficiency.